

**REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS**  
**March 4, 2013**

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The Jasper County Board of Commissioners met this date at 8:15 A.M. in the Commissioners' Room, Suite 202, of the Jasper County Courthouse located at 115 West Washington Street, Rensselaer, Indiana, with the following members present: Kendell Culp, James A. Walstra and Richard E. Maxwell. Also present was the Auditor of Jasper County, Kimberly K. Grow; Deputy Auditor, Donna J. Horner; Highway Engineer/Supervisor, Jack R. Haberlin; and the Attorney who represents the Commissioners, Eric Beaver. Mr. Culp called the meeting to order and those present stood and recited the Pledge of Allegiance led by Beth Warren, Jasper County Recorder.

CLAIMS: Mr. Walstra made a motion to approve the claims as submitted. Mr. Maxwell seconded and the motion carried.

PAYROLL CLAIM & ALLOWANCE DOCKET: Mr. Maxwell made a motion to approve the Payroll Claim & Allowance Docket for the pay period ending February 15, 2013. Mr. Walstra seconded and the motion carried.

MINUTES: Mr. Walstra made a motion to approve the Minutes of the Regular Meeting held on February 19, 2013. Mr. Maxwell seconded and the motion carried.

REQUEST FOR ADDITIONAL STOP SIGN: James Lower, concerned citizen, expressed concern with the stop signs located at 1100N and 80W. There is a stop sign for the west-bound traffic; however, there is no stop sign for the east-bound traffic. Mr. Lower would like for the Commissioners to consider an additional stop sign for the area. Mr. Culp also expressed concern with the intersection located on Kniman Road at 400W. Both areas will be inspected by the Highway Department and will be taken into consideration.

LITTLE COUSIN JASPER FESTIVAL / PERMISSION TO USE GROUNDS: Pat Fox was present on behalf of the Little Cousin Jasper Festival Committee to request permission to use the Courthouse grounds for this year's festival which will take place on September 6, 7 & 8. Mr. Maxwell made a motion to approve the request. Mr. Walstra seconded and the motion carried.

Mrs. Fox stated that they would like to be able to have use of the courthouse restrooms again this year; however, concern was expressed regarding the cost of security last year. Is there a possible alternative? Sheriff Risner will review.

Mrs. Fox stated that they are in the process of filling out a festival license with the gaming commission. This license would allow the festival to hold a 50/50 drawing, raffles, etc. A written statement will be needed stating that the courthouse grounds are being donated for the festival's use.

In regards to the innkeeper's tax, Mrs. Fox requested that the Little Cousin Jasper Festival be kept under consideration. Mr. Culp replied that Kevin Kelly, Economic Development Director, will be presenting names at the April meeting for consideration as appointments to the Commission. The first month of revenue has been processed and has resulted in approximately \$9,000.00.

AUCTION ITEMS / SHERIFF: Sheriff Terry Risner presented pictures and information on the vehicles and items that are ready for auction. The 2009 Crown Vic that will be used by employees traveling to training sessions, conferences, etc. is ready to be handed over. The vehicle will still need to be painted. The auction will take place at 9:00 a.m. on Saturday, March 23, 2013 at the Highway Garage.

REQUEST FOR ADDITIONAL INTERDICTION OFFICER: Sheriff Risner pointed out that his salary was paid out of the Sheriff's budget until 2012. The Sheriff's salary is now currently being paid out of the Public Safety Fund. Sheriff Risner stated that he could petition the Council to switch his salary back to the Sheriff's budget which would free up money within the Public Safety Fund. In regards to the Public Safety Fund, Mr. Culp replied that there is currently more money being paid out than going in. Discussion will need to take place as to how the new position will be funded if it is approved.

MORGUE / ADDITION TO COMMUNITY CORRECTIONS: Andy Boersma, Coroner, presented the information regarding an addition to the Community Corrections building to the Council at their last meeting. The addition would include a morgue as well as additional office space. The Council requested that Ron Sipkema, Dan Stalbaum, Kendell Culp and Mr. Boersma meet for further discussion.

EXTENSION / OFFICE CLOSING: Sharon Blasky, Extension Educator, stated that everyone within the office is required to go to a mandatory financial camp on Friday, April 12. Permission to close the office for the day was requested. The only cost would be mileage. Mr. Maxwell made a motion to approve the closing of the office for one day. Mr. Walstra seconded and the motion carried.

The educator's spring conference will be held on April 29 and 30 in Brown County. Permission to attend was requested for Sharon Blasky, Bryan Overstreet and Alice Smith. Costs will include hotel, registration and mileage. Mr. Walstra made a motion to approve the conference request. Mr. Maxwell seconded and the motion carried.

BRIDGE 230: Jack Haberlin, Highway Engineer, submitted paperwork for the rehabilitation of Bridge 230 located on the Hodge Ditch.

GUTS / AGREEMENT: Carla Anderson, Treasurer, submitted a Business Consultant Agreement for Print, Mail and Lockbox Services with GUTS. Mrs. Anderson stated that this contract is for the support that GUTs gives us for the tax collection program. Mr. Maxwell made a motion to approve the Agreement with GUTS. Mr. Walstra seconded and the motion carried.

ALLISON PAYMENT SERVICES / AGREEMENT: Carla Anderson, Treasurer, submitted a Professional Services Agreement with Allison Payment Services, LLC. Mr. Maxwell made a motion to approve the Agreement. Mr. Walstra seconded and the motion carried.

TOWER CLOCK COMPANY / ANNUAL PREVENTATIVE MAINTENANCE AGREEMENT: Mr. Maxwell made a motion to approve the Annual Preventative Maintenance Agreement with The Tower Clock Company. The cost is \$400.00 per year and does not include any work needed on the outside of the building. Mr. Walstra seconded and the motion carried.

APPOINTMENTS / HABERLIN: Mr. Walstra made a motion and Mr. Maxwell seconded to approve the appointment of Jack Haberlin, Highway Engineer, to the following:

- Jasper County ERC (employee in responsible charge) / Bridge Inspection
- Jasper County ERC (employee in responsible charge) / Other Transportation Project
- Jasper County ADA Coordinator (responsible for ADA transition plan)
- Jasper County DBE Coordinator (responsible for minority requirements)

At this time, there was a short break.

REMODEL PROJECT / COURTHOUSE & ANNEX RESTROOMS: Curt Albertson, Hamstra Group, presented and reviewed a proposal to complete construction on the Courthouse and Annex restrooms. The construction is being planned in order to meet ADA requirements. The cost for each project is as follows:

Courthouse Men's Restroom	\$20,632.00
Courthouse Women's Restroom	\$15,925.00
Prosecutor's Men's Restroom	\$32,225.00
Prosecutor's Women's Restroom	\$34,750.00
Annex Women's Restroom	\$17,500.00
Annex Men's Restroom	\$19,010.00

In response to a question, Bud Justice, Maintenance, stated that all of the restrooms are in need of new exhaust fans. These were not included within the price quotes and will be an additional cost.

Discussion took place in regards to additional quotes. Attorney Beaver explained that the "invitation to quote process" does apply to a project between \$50,000.00 and \$150,000.00. This requires an invitation to be sent to three (3) persons known to do this type of work. At least seven (7) days notice is required before the time is set for receiving the quotes.

EMCOR CONSTRUCTION SERVICES / PRELIMINARY ASSESSMENT: Craig Martin and Vince Beasley, EMCOR, distributed and reviewed their Preliminary Assessment of the Jasper County Law Enforcement and Detention Center. The following three (3) main ECM's (Energy Conservation Measures) were recommended:

ECM 1.1: Addition of Variable Refrigerant Flow (VRF) system to 911 Dispatch – The recommendation for the 911 Dispatch area includes the installation of a Variable Refrigerant Flow (VRF) system that will provide both heating and cooling to the dispatch area, lobby foyer, director's office, EMA office, Sheriff's office, office 2003 and office 2002.

ECM 1.2: RTU Return/Exhaust/Relief System Reconfiguration – This ECM encompasses modification of the ductwork, within the structure, to separate the exhaust air stream from the return air stream. Currently both of these systems return to the primary AHU requiring the unit to relieve all of that air instead of recirculating the majority of that conditioned air back into the supply air stream.

ECM 1.3: Add Security Electronics Room (1305) to the new VRF system - this ECM connects the server room to the new VRF system, providing additional cooling capabilities to this critical space.

Future consideration would include:

Convert the RTU to a NG heating source in lieu of existing electric resistance heating source.

Install lighting upgrades to the Recreation and 911 Dispatch areas.

Install isolation system to the primary AHU to allow for service accessibility.

Mr. Maxwell asked if there is any estimation as to what it would cost to change to natural gas heating? Mr. Martin replied that their goal is to bring those figures back. Mr. Maxwell asked if the first part would need to be done if you were to put the natural gas heating in? Mr. Martin replied that you are going to want to just because of the air circulation. In regards to the lighting, Mr. Beasley stated that there would be a 5-7 year payback. Mr. Martin stated that there are usually rebates available from local utilities. Mr. Martin will research figures on the cost and the savings associated with making a switch to natural gas. Mr. Martin stated that they will also look for possible grants that could be available.

CONFERENCE / MEETING REQUESTS: Bryan Overstreet, Extension Educator, will be attending a Climate Change Conference from March 17-19. Mr. Overstreet will also be attending a meeting at Purdue on May 15-16. The only expense would be mileage. Mr. Maxwell made a motion to approve. Mr. Walstra seconded and the motion carried.

RIBBON CUTTING CEREMONY / ADVANCE AUTO PARTS: Kevin Kelly, Director / Economic Development Organization, stated that Advance Auto Parts will be holding a ribbon cutting ceremony on Tuesday, April 9.

Mr. Kelly also reported that Remington Seeds is looking at an expansion at their facility. The County Council will be hearing their request for tax abatement at the next meeting.

BRIDGE #198 / PAPERWORK SUBMITTED: Fred Larmore, Beam, Longest and Neff, submitted paperwork for Bridge #198 as well as the on-going Bridge Inspection. Mr. Haberlin explained that the bridge inspection is a four-year contract. We are currently in the second phase of this contract. Mr. Walstra made a motion to sign the paperwork as presented. Mr. Maxwell seconded and the motion carried. Mr. Larmore reported that Yates Construction is at the site and construction has started.

#### **AFTER THE JASPER COUNTY DRAINAGE BOARD MEETING:**

JANITORIAL POSITION / PART-TIME: Mr. Culp reported that the four (4) candidates chosen by the Commissioners for the part-time janitorial position were recently interviewed. The decision was made to start the salary at \$9.00/hour.

CYMA FINANCIAL PROGRAM: Discussion took place regarding some of the issues that the Auditor's office has been experiencing with their financial program.

There being no further business, Mr. Maxwell made a motion to continue the meeting until Monday, March 18 at 8:30 A.M. Mr. Walstra seconded and the motion carried.

JASPER COUNTY BOARD OF COMMISSIONERS:

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Kendell Culp, President

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James A. Walstra, Vice President

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Richard E. Maxwell, Member

ATTEST:

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Kimberly K. Grow, Auditor of Jasper County

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